



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Scotty Hayes Employee ID #: (b) (6)
Position Title (optional): Program Analyst PP-Series-Grade (optional): GS-0343-13
Organization (optional): OMS/ARM/OA/FMSD (HAA00000)

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☐ Time Off Award

Total Amount of Award (\$): \$1,000.00 AND/OR Total Number of Hours: 0.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit
Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☒ Limited ☐ Extended ☐ Broad ☐ General

Narrative Justification for Award:

Scotty joined FMSD as a new employee in late calendar year 2018, and became part of the FMSD Immediate Office. His primary duties include serving as a Super COR for the Division, and working with the management team to obtain and maintain a full level of knowledge of the status of all FMSD Contracts, IAs, RWAs with GSA, WCF Orders, FMSD Bank Card Holder purchases, and all other budget/funding related issues for the Division. He worked diligently during his first few months to establish all of his required certifications for the COR Level III requirements as well as his required mandatory training for the Agency. In doing this, and as he established his role within the Division, on his own initiative, he worked with OA's Super COR to create a slide presentation for "Ethics in Contracting" which was later presented to all OMS CORs. He also, on his own initiative, created a standardized COR File Index for the Division's CORs in an effort to bring some consistency to the FMSD contract files. Scotty is deserving of this \$1,000 cash award recommendation.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.